

**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

OC-AMD Staff Notes

**FROM:**

C/OC/AMD

**EXTENSION****NO.****DATE**

12 December 1985

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

13 DEC 1985

13 DEC 1985

2.

DD/CO

13 DEC 1985

13 DEC 1985

3.

C/OPS

13 DEC 1985

13 DEC 1985

4.

OC/EXA

13 DEC 1985

13 DEC 1985

5.

OC/OL/ISC

Archiving

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15.

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0- 13894-85

12 DEC 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 2 - 6 December 1985

1. During the week, OC Electronic Technician strength decreased by one, due to a retirement. We experienced no gains in telecommunications personnel during the week. Since there were no losses due to retirements or resignations, and no new requirements were identified during the period, this Panel remains 24 personnel understrength.

2. Overseas TDY support activities included the processing of 7 TDY personnel. OC is currently providing 12 telecommunications personnel, 1 Electronic Technician, and 1 Engineer for TDY support of the Foreign and Domestic Networks.

3. During the week 372 resumes were reviewed. Of those, Office of Communications interest was expressed in 140 potential candidates. The other 232 were rejected and the resumes sent back to the Office of Personnel.

4. Sixty-two Personal History Statements were reviewed during the week. Only ten applicants were rejected while the remaining 52 will either be invited to Washington, D.C. for a pre-processing interview or placed-in-process.

25X1 5. Chief, Recruitment and Evaluation Section, [redacted] visited Coast Guard District Offices in Miami, New Orleans and St. Louis, during this reporting period. Office of Communications employment qualification briefings were given to each of the Administrative Employment Counselors at these offices. The counselors were very appreciative for this information as now they can provide exiting radiomen and technicians with indepth accurate counseling in post military employment. The remaining nine District Offices will be visited or contacted in the near future.

25X1 WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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SUBJECT: OC-AMD Staff Notes 25 - 29 November 1985

25X1 6. Chief, Recruitment and Evaluation Section culminated this  
25X1 weeklong trip with a visit to Albuquerque, New Mexico. Career  
Management Officer for Panel MCN, [ ] and Ms.  
[ ] Personnel Assistant for Panel MCN, assisted in  
the OC presentation attended by 54 people who responded to local  
advertising at the Hilton Inn. Of these, 48 were tested for  
Office of Communications disciplines with the following results:

PANEL	TESTED	PASSED	FAILED
MCN	29	8	21
MCD	13	10	3
MCU	6	2	4

7. Twenty Personal History Statement packages were given to  
those applicants passing the tests.

25X1 8. [ ] an Office of Training and Education  
(OTE) officer retiring 3 January, has been approved for an  
annuitant contract to conduct management training for the Office  
of Communications.

25X1 9. OTE is designing a basic supervision course for our  
TCO's. First foreign field running will be late February or  
early March; a pilot running will be conducted [ ] in early  
February.

25X1 10. [ ] Chief, Educational Support Staff  
(ESS), attended a meeting of Agency television producers held at  
25X1 [ ] and sponsored by OTE. Topics of  
discussion covered training, Agency resources, copyright, and  
accreditation of positions.

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SUBJECT: OC-AMD Staff Notes 2 - 6 December 1985

25X1 12. In support of the CRAFT program, [ ] has  
25X1 completed a training session [ ] will be the  
25X1 next stop for training.

25X1 14. Phase I (Analysis/Design) of the Time Division Multiple  
Access (TDMA), Computer-Based Training project is nearing  
completion. Personnel from [ ]  
Advanced Learning Solutions Division will be present at the  
Communications School's Instructional Support Department  
12-20 December 1985. During this period, the deliverable "Design  
Specification" will be finalized and presented for sign-off.  
With sign-off approval, the vendor will then immediately commence  
with Phase II (Development) of this three-phase project. Phase  
II deliverable is due circa 31 January 1986, with the Phase III  
(Production) deliverable final product due circa 29 April 1986.

25X1 15. Representatives from the Communications School are  
planning to meet with [ ] from Administrative  
Management Division to discuss the use and applications of the  
computer software program "Lotus 1-2-3" as a budget management  
tool.

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